



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

## COUNTY OF LOS ANGELES

### CHIEF INFORMATION OFFICE

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October 18, 2012

To: Audit Committee

From: Richard Sanchez   
Chief Information Officer

### REVIEW OF BOARD POLICY 6.020 – CHIEF INFORMATION OFFICE BOARD LETTER APPROVAL

The Chief Information Office reviewed Board Policy 6.020 and recommends the following revisions:

1. Title – revised title to appropriately reflect the broadening of policy to include review of Information Technology (IT) solicitations, procurements, and contracts.
2. Purpose – made revisions to narrative to reflect broadening of policy to include review of IT solicitations, procurements, and contracts.
3. Policy Section – added policy language to reflect the broadening of policy to review of IT solicitations, procurements, and contracts for conformance with departmental Business Automation Plans and compliance with County policies, standards, or directives
4. Date Issued/Sunset Date – extended the sunset review date to December 31, 2016.

If you have any questions, please contact me or your staff may contact Greg Melendez at (213) 253-5600 or [gmelendez@cio.lacounty.gov](mailto:gmelendez@cio.lacounty.gov).

RS:pg

Attachments (1)

c: Executive Officer, Board of Supervisors



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.020	<b>Chief Information Office Board Letter Approval <u>Information Technology Contract and Procurement Review</u></b>	06/03/97

## PURPOSE

~~To achieve maximum integration and efficiency in the implementation of information management systems. County departments have initiated or modified information management systems to increase efficiency within their operations and to improve or expand service delivery to the public. It is therefore, essential for the Chief Information Officer to review all requests from County departments for the purpose of ensuring continuity Countywide.~~

To establish a review process of Information Technology (IT) solicitations, procurements, and contracts to ensure compliance to County IT standards, consistency with County IT directions, and conformance to department IT Business Automation Plans.

## REFERENCE

June 3, 1997 Board Order, [Synopsis 104](#)

June 5, 1997 Chief Administrative Memorandum, "[Review of Automation-Related Board Letter by Chief Information Officer](#)"

June 24, 1997 Chief Administrative Officer and Chief Information Officer Joint Signature Memorandum, "[Chief Information Officer Review](#) of Automation/Communications-Related Acquisitions and Services"

April 1, 1999 Chief Information Officer Memorandum "[Procedure for Chief Information Officer Review of Board Letters](#)"

May 13, 2003 [Board Order 35](#)

November 17, 2011 [Chief Information Officer update to the "CIO Analysis"](#)

## POLICY

~~The Chief Information Officer, prior to placement on the Board Agenda, must review all~~

~~requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of automated systems.~~

~~In addition, the June 24, 1997 memo expanded the existing policy to require department heads to also obtain Chief Information Officer review and approval on all purchases or consultant agreements for computer-based or telecommunications related software, equipment or services prior to finalizing such acquisitions or agreements.~~

Each department will submit to the Chief Information Officer for review all requests for lease, purchase, or other contractual acquisition of IT hardware, software, and services. The Chief Information Officer will review requests for conformance with the requesting department's IT Business Automation Plan (BAP) and compliance with County Policy, Standards, and Directives. If the request is not in conformance or compliance, the Chief Information Officer may disapprove the request or require justification for the departure from BAP or County Policy, Standards, or Directives.

This policy covers the following:

- IT requests prior to placement on the Board of Supervisors Agenda;
- IT purchases prior to actual purchase transaction; and
- Competitive IT bid solicitations prior to issuance.

#### **RESPONSIBLE DEPARTMENT**

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Chief Information Office

#### **DATE ISSUED/SUNSET DATE**

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**Issue Date: June 3, 1997**  
**Review Date: November 15, 2001**  
**Review Date: July 22, 2004**  
**Review Date: November 14, 2008**  
**Review Date: October 25, 2012**

**Sunset Review Date: June 3, 2001**  
**Sunset Review Date: September 17, 2003**  
**Sunset Review Date: December 31, 2008**  
**Sunset Review Date: December 31, 2012**  
**Sunset Review Date: December 31, 2016**